

Ohlone College
Course and Program Approval Committee Guidelines
(revised 5-2-05)

Statement of Purpose

The purpose of the Course and Program Approval Committee is to encourage faculty leadership and student participation in curriculum decision-making at Ohlone College. The committee examines proposals submitted for adding or expanding, deleting or modifying programs and courses; evaluates the college's courses and programs in terms of their general education, transfer, and occupational purposes; and makes recommendations to the Vice President of Instruction/Student Services.

CAPAC History/Background Information

The course and Program Approval Committee became a subcommittee of the overall college's Committee on Curriculum and Instruction in 1976. Previously, it had existed as a separate entity known as the "Curriculum Committee. Minutes of CAPAC meetings are retained in the files in the Curriculum & Scheduling Office.

Faculty involvement in curriculum-related issues and activities in community colleges has a basis in the following:

Title 5, Section 53200

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:

1. *Curriculum, including establishing prerequisites.*
2. *Degree and certificate requirements.*
3. *Grading policies.*
4. *Educational program development.*
5. *Standards or policies regarding student preparation and success.*

The Faculty Senate at Ohlone College delegates approval or advisement related to areas 1-5 to CAPAC.

Function of CAPAC

The Course and Program Approval Committee will:

1. Examine proposals submitted for adding or expanding, deleting or modifying programs and courses offered at Ohlone College.
2. Actively examine on its' own initiative the existing curricular offerings, and propose needed additions or deletions.
3. Evaluate the college's courses and programs in terms of their general education, transfer, and occupational purposes.

4. Make appropriate recommendations to the Vice President of Instruction/Student Services on proposals submitted.

Pursuant to recommendations adopted by the Board of Governors of the California Community Colleges (October 28, 1983; March, 2003) particular attention will be given to:

- a. academic rigor
- b. analysis of local needs
- c. analysis of job market needs
- d. advances in technology
- e. demographic changes
- f. the need to maintain a balanced, comprehensive educational programs in each community college in all course and program approval procedures.

Composition of CAPAC

Membership of CAPAC is composed of three groups of individuals:

1. Administrators (ex-officio non-voting members: Vice President of Instruction/Student Services, Director of Curriculum & Scheduling, and Division Deans)
2. Faculty members (nineteen voting member)
3. Student members (two voting members)

Selection of Faculty Members

It is highly desirable, in that work of the committee revolves around curricular issues central to the translation of a diverse set of institutional and learner goals into implemental learning experiences, to have the broadest possible representation of the college faculty on this committee. Therefore, the faculty appointment process to this committee should not be an arbitrary one, but rather attempt to adhere to the following specific guidelines.

1. Although specific “academic” and “vocational-technical” areas and the teaching responsibilities of faculty representing these areas often overlap, faculty from any department, discipline, or area must not be over-represented on the committee in any year.
2. To insure that faculty representatives on the committee have the ability to soundly address issues and concerns related to a multitude of curricular issues, the Chairperson of the Committee on Committees of the Faculty Senate should endeavor to fill committee positions on CAPAC based on representation from the current division structure. Each division should have at least one member, based on diversity of disciplines in the divisions. (19 total)

Faculty by Division

Exercise Science and Wellness	1
Health Sciences	2
Deaf Studies and Special Services	2
Language Arts/Social Sciences	4
Math, Science and Technology	4
Counseling	2
Fine Arts, Business & Broadcasting	3
Learning Resources	1
Students	2

Note: If insufficient numbers of faculty members have formally indicated a willingness to serve on CAPAC for the following year, then the Chairperson of the Committee on Committees shall attempt to find one qualified individual to represent each area with 15 faculty and two qualified individuals to represent areas with more than 15 faculty.

3. To insure that faculty members appointed to CAPAC are sufficiently familiar with the college community at large, including organization, activities, politics, and day to day operation, CAPAC appointees should be members of the faculty for a minimum of two years before serving on CAPAC.

Terms of Appointment

The minimum term of appointment will be two years. A member would have a maximum of two 2-year terms (4 years) if another member from the area wishes to be on the committee. A CAPAC member may serve longer than 4 years if no other member from the area wishes to be on the committee.

Appointments should provide for preservation of continuity by staggering terms of membership. It is desirable that no more than sixty percent be replaced in any single year.

Chairperson

The committee chair will be open to any member who has served on the committee the previous year. The Curriculum and Scheduling office will be responsible for support services. A nominating Committee will be appointed to recommend one or more candidates to serve as chairperson, and the Chairperson will be elected by the full committee at the final Spring meeting.

Procedures

Section 1. Guidelines

The Course and Program Approval Committee may write/amend its own guidelines and operating procedures as part of its regular work.

(“Each community college district should study and strengthen, where necessary, its local course and program approval procedures to guard against the inclusion of marginal courses in the credit and noncredit instructional programs.” – Administration Recommendation of the Board of Governors of the California Community Colleges, October 28, 1983)

Section 2. Meeting Time/Day/Location

Frequency: The committee meets on the first and third Monday of the month.

Time: 3:00 p.m. to 5:00 p.m.

Meeting Schedule

First Monday of month: Course/Program Approval; Issues

Third Monday of month: Group screening of each course proposal

The meeting room will be designated at the beginning of the fall and spring semesters.

Section 3. Orientation

By virtue of the nature of the work handled by CAPAC, it is important that CAPAC members be sufficiently familiar with the course and program approval process at Ohlone College. Therefore, the first hour of the first regular business meeting of the committee will be devoted to discussing the process, role of the members, etc. Both the CAPAC chairperson and the Vice President of Instruction/Student Services will lead the process. Items to be reviewed during this orientation session include:

1. Overview of function of CAPAC and AB 1725
2. Overview of CurricUNET
3. Guidelines for new or revised courses/programs
4. Guidelines for Selected Topic
5. Screening Procedures

Section 4. Agenda Items

1. Deadlines for New and Revised Course Approval will be published well in advance by the Curriculum and Scheduling Office.
2. Other agenda items must be received as indicated in the CAPAC Meeting Schedule. Generally speaking, the committee looks with disfavor on hand-carried, unscheduled items, as there may be insufficient time for thoughtful deliberation and discussion. These items will be considered only if time permits, and the chairperson will inform the presenter that the item may be tabled until the next meeting.

3. Agenda will be sent via email the week prior to the meeting. Folders with attachments will be distributed each Tuesday prior to the meeting, if needed.

Section 5. Rules of Order

The conduct and proceedings will follow Roberts Rule of Order Revised. CAPAC may meet but will not act without quorum consisting of a simple majority of the voting members.

Section 6. Order of Business

The written agenda will reflect the order in which items are received in the Curriculum and Scheduling Office, with **New Courses** considered first, followed by **Revised Courses** and **Other Business**. If a presenter has both new and revised courses to present, these will both be taken up under New Courses. If a presenter misses his or her time slot (as reflected on the written agenda) due to late arrival, his or her item will move to the bottom of their respective list. Presenters should communicate time constraints to the committee chairperson or CAPAC secretary in advance of the meeting.

Section 7. Conduct of Business

It will be expected that each course proposal (or other agenda item) will be presented by the faculty member responsible for initiating the proposal. Likewise, the presenter will be identified on the agenda in advance. If the faculty member in question is not able to attend the CAPAC meeting, then he/she should anticipate this in advance with sufficient time to insure that another faculty member be present on his/her behalf to address the committee.

It is highly desirable that the CAPAC membership, comprised primarily of college faculty, have the opportunity to pose questions and exchange views on the curricular issues at hand with fellow faculty members, openly and freely. It is felt that the burden of proof of a proposal's merit lies with the presenter, and that faculty and student CAPAC members often raise issues fundamentally different from those in administrative positions. Moreover, the process is best served when the dean/administrator is not charged with the responsibility of presenting or advocating the proposal.

It is recognized, however, that in the case of certain agenda items, where the college community at large will be affected (i.e. new program proposal, initiated from outside the campus) that the dean/administrator may be the only knowledgeable person, and in such an instance, present the issue to CAPAC. As a rule, however, the role of the ex-officio members as far as proposals are concerned, should be limited to addressing any administrative concerns related to the issue that faculty may not be able to adequately address. Furthermore, if a

member of CAPAC is proposing a course, he or she will temporarily yield his or her seat, and not vote on that agenda item.

Once the item is presented, CAPAC members will have the opportunity to question the presenter and raise issues related to the proposal. Following this, a motion to accept/reject, accept with qualifications, or table the proposal will be brought to the floor. The chairperson will call for the vote, and the action will be recorded in the minutes.

Each agenda item will be considered in this manner until 5:00 p.m. If agenda items remain, the chairperson or Vice President of Instruction/Students Services will schedule an additional meeting of the committee to address the remaining items. No new items will be considered at this “completion” meeting.